



Carlyon Parish Council

Trethella Cottage, Ruan Laniorne, Truro TR2 5NU
Tel: 07983 710385 Email clerk@carlyon-pc.gov.uk
www.carlyon-pc.gov.uk

Dear Councillor

You are summoned to attend a meeting of **Carlyon Parish Council** to be held on **Tuesday 16 July 2024 at 6.00pm** in **The Pattern Hall, Charlestown Road, Charlestown**

Julie Larter

Mrs Julie Larter
Clerk
9 July 2024

07983 710385
clerk@carlyon-pc.gov.uk

Please note that under the Openness of Local Government Bodies Regulations 2014 this meeting may be recorded.

AGENDA

- 1. Apologies for Absence**
- 2. Minutes of a Meeting of the Parish Council held on 18 June 2024**
To resolve that the minutes of the meeting are an accurate record of the meeting
- 3. Declarations of Interest on Items on the Agenda**
 - (a) Pecuniary Interests
Declare those interests which have been declared on your Register of Financial Interests relevant to the agenda of the meeting. Whenever the item is being discussed, including public participation, you must leave the room and not take part in the discussion or decision.
 - (b) Non-registerable Interests
You must declare Non-Registerable Interests at the start of the meeting or whenever the interest becomes apparent. Then when the matter is being discussed, even during public participation, you must leave the room and not take part in the discussion or decision.
 - (c) Dispensations
To consider any requests for dispensations relating to items on the agenda
 - (d) Gifts and Hospitality
To declare any gifts or hospitality

Please call the Clerk before the meeting if you have any queries about these matters.

- 4. Chairman's Announcements**

5. Public Participation

The Chairman will invite members of the public to address the meeting in relation to the business to be transacted at the meeting. 15 minutes will be allocated for public participation (this can be extended at the Chairman's discretion). Each person addressing the Council will be allocated a maximum of two minutes.

6. Cornwall Councillor's Report

To receive a report from Cllr James Mustoe

7. Planning Applications and Related Matters

(a) To consider a response to consultation by the Planning Authority on the following applications and any applications received after publication of this summons

(i) PA24/04574 – Beach Road: Application for works to Trees subject to a Tree Preservation Order namely minor pruning to maintain clearance over footway. Remove broken branches in Oak and to Holly and Oak (T5 and G1). Fell Cherry (T14), Remove major deadwood all pieces over 40mm to English Oak (T17). Fell Sycamore (T19). Remove broken branches to Oak (G6)

(ii) PA24/04911 – 17 Appletree Lane: Works to a tree subject to a Tree Preservation Order for Beech (T1)- reduce height by approximately 6-7 metres.

(iii) PA24/04938 – 50 Chatsworth Way: Non material amendment in relation to Decision Notice PA23/05204 dated 24/08/2023 – Existing single storey accommodation extended and renovated in lieu of approved 2 storey rear extension

(b) To receive an update on the following planning application

PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MW Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and associated works

(c) To put into place a system of delegation in order to deal with planning applications received before the next ordinary meeting

8. Parish Projects

(i) Tregrehan History Board

To receive an update.

(ii) Cypress Avenue Bulb Planting

To consider a quote

9. Parish Issues

- (i) Tregrehan Jubilee Park
 - (a) *To note the current situation regarding devolution*
 - (b) *To note the current situation regarding replacement play equipment*
 - (c) *To note the situation regarding football nets and steps taken*
 - (d) *To note any concerns*
- (ii) Tregrehan Flood Working Party
 - To receive an update*
- (iii) West Crinnis Field
 - (a) *To authorise the replacement Perspex panel for the noticeboard*
 - (b) *To note any concerns*
- (iv) Tregrehan Methodist Church
 - To note the current situation*
- (v) Beach Development
 - To note the current situation*
- (vi) Highways
 - To note any concerns*

10. Financial Matters

- (i) *To authorise the Clerk's attendance at the SLCC National Conference in October* Pages 9-10
- (ii) *To note the current financial position and authorise payments*

11. Training/Meetings

To note any training or meetings attended by members or the Clerk

12. Correspondence

To note any correspondence received since the last meeting

Page 11

13. Dates for the Diary

To note dates for members' diaries

14. Dates of Forthcoming Meetings all in Tregrehan Methodist Church *10 September, 15 October, 19 November, 17 December*

15. Exclusion of the Public and Press

Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 it is proposed that the public and press be excluded from the meeting for agenda item 16 as the matter is confidential

16. Employment of a Handyperson

To consider the recommendations of the Staffing Committee

MINUTES of a MEETING OF CARLYON PARISH COUNCIL held on 18 JUNE 2024 at 6.00pm in Tregrehan Methodist Church

Present: Paul Trudgian (Chairman), Mike Ford, Lynn Parsons, Sonia Phillips

In attendance: Julie Larter (Clerk), Cllr James Mustoe 15 members of the public.

(24/24) Apologies

Apologies were received from Cllr Paul Riley, Cllr Penny Hermes and Cllr Nathan Cooper

(24/25) Minutes of the Annual Meeting of the Parish Council held on 21 May 2024

It was **RESOLVED** that the minutes of the Annual Meeting of the Parish Council held on 21 May 2024 should be signed as a correct record of the meeting.

(24/026) Declarations of Interest

There were no declarations of interest.

(24/027) Chairman's Announcements

The Chairman thanked Cllr Riley for organising the D-Day commemoration beacon on Crinnis Beach which was well attended. He was also pleased to be able to thank pupils from Charlestown School Y6 and show them the history board in Crinnis Road on 12 June.

The Chairman said that the public will be excluded at the end of the meeting as a matter has occurred since publication of the agenda that needs to be discussed in private.

(24/028) Public Participation

A member of the public wished to speak about the goal nets. The Chairman brought forward agenda item 11 for discussion at this point in the meeting.

The Chairman said that in 2022 the parish council agreed to put them up and they were left up for the whole summer without issue. They were put up again last week and someone raised an issue so the nets were taken down and it was agreed to take the matter back to the next parish council meeting for a decision. In the interim Cornwall Council said that nets were not to be left up on posts on their land because of the possible danger to children and wildlife. The parish council wanted to find a solution as councillors recognised the importance to young people to have them up. It is not practical to put nets up and take them off again each time as a stepladder is needed. A member of the public said that it is possible to buy a set of nets that are on a board that can be hinged up onto the posts when the nets are not in use. Apparently Tregorrick FC use this type of net. **It was RESOLVED to allocate £800 in order that a set of hinged nets can be purchased straight away without the need to come back to the parish council.** Cllr Mustoe offered to cover a deficit from his Community Chest and also mop offered to contribute if required. Members of the public offered to help install the nets and if necessary offered some engineering help. Communication is to go through Cllr Parsons.

The Clerk was asked to contact Cormac to ask them to cut down the height of the roadside hedge as it is no longer possible to see properly into the field and this is required on safeguarding grounds.

A member of the public asked whether any progress had been made in finding a venue for PC meetings as the school is no longer available. Cllr Parsons said that she and the Clerk have looked at Heavy Transport Club but there is currently no suitable space there. Councillors will continue to try to find a suitable location in Carlyon Bay.

(24/029) Cornwall Councillor's Report

Cllr Mustoe's report had been previously circulated and is available on the parish council website. He also gave an update on Tregrehan Flooding issues.

Cllr Mustoe gave his personal thanks to Chairman for accompanying on beating the bounds around Mevagissey. The Chairman suggested that it might be good to do the same around Carlyon parish next year.

(24/030) Planning Applications and Related Matters

(i) There were no new planning applications to consider

The Clerk gave an update on the following planning application:

PA23/09532 – Land off Menear Road: Construction of a temporary 17.51MW Solar Photovoltaic (PV) and 5MW Battery Storage Farm comprising solar modules, battery cabinets, landscaping, access from the public highway and associated works.

The applicant has asked for an extension of time in order to provide additional information. The application is not likely to be determined for several weeks.

(24/031) Ad-Hoc Maintenance Tasks

It was agreed in principle to employ a person to carry out ad-hoc tasks around the parish. It was **RESOLVED that the Staffing Committee would meet to draft a job description and contract and the matter will be discussed at the next meeting.**

(24/032) Provision of an Additional Litter Bin on A390

A discussion took place around the need for a litter bin between Gwallon Keas and the Britannia roundabout. It was considered that the majority of litter is thrown from passing cars and therefore this could be a task for the maintenance person to do in the future.

(24/033) Parish Projects

(i) History Boards

The Crinnis history is now up. Mike Stone said that he would be happy to make a start on the Tregrehan board and the Clerk is to speak to Cllr Hermes. Following a discussion it was decided that the board should go inside the boundary of Jubilee playing fields.

(ii) Cypress Avenue Bulb planting

The Clerk is to obtain a quote to plant from the railway bridge down to the steps. This will be a staged project and a further stretch of the road will be planted next year.

(24/044) Parish Issues

(i) Tregrehan Jubilee Park

(a) Devolution

The Clerk reported that following acceptance of the terms by councillors last month, the parish council's solicitor has gone back to Cornwall Council and asked for a few amendments to the transfer.

(b) Play Equipment

The Clerk reported that Cornwall Council has determined that the parish council either defer updating the play equipment until after the playing fields had been devolved or have the installation supervised by Cormac. The Clerk has therefore obtained a quote from Wicksteed for supply only and a quote from Cormac to remove and dispose of the old slide and fit the new one and the two quotes together come to slightly less than the total already agreed. However Cormac have suggested that the parish council engage a painter themselves to rub down and paint the swings and the Clerk is awaiting a quote for this. The Clerk has received a quote to clean the pirate ship. It was **RESOLVED to accept the quote of £30 to clean the pirate ship.**

(c) Concerns

Football nets – this was dealt with earlier in the meeting.

A resident informed the council of a large hole in the football field, which caused his wife to trip over. The resident offered to fill the hole with topsoil and the clerk has purchased some topsoil for him.

(ii) Tregrehan Flood Working Party

Cllr Philips reported that she has had a telephone conversation with Maxwell Needham-Bailey and she is hoping that work can commence before September. Mr Needham Bailey needs to wait for a response on the Appeal on planning application PA22/01953, land between Aspen Drive and Boscoppa Road before things can start as the outcome may have an effect on work.

The Clerk is to remind the Highways Manager to consider a site for a sandbag store.

(iii) West Crinnis Field

There was nothing to report.

Cllr Ford gave an update on the current situation regarding the proposed Public Path Order. Cornwall Council still has a moratorium on new applications and the Rights of Way team has been undergoing a restructuring process to enable more project workers to be employed. The restructuring is now complete and the team are currently advertising for a new team member which they hope to have in post later in the summer when the moratorium will be lifted.

It was reported that the Sea Road hedge needs reducing again. The Clerk is to ask the contractor to diarise the matter for September.

(iv) Tregrehan Methodist Chapel

The Clerk has informed the Methodist Circuit that the parish council wishes to proceed with the purchase in accordance with the council's resolution last month. Subsequent to publication of the agenda, a further discussion took place at the end of the meeting in closed session.

(iv) Beach Development

There was nothing to report.

(v) Highways

The Clerk has received a quote for cleaning the bus shelter in Beach Road and to clean village gateways. Cllr Parsons said that she has cleaned one of the village gateways and will clean the other in due course. It was therefore **RESOLVED to accept a quote of £45 to clean the bus shelter in Beach Road.**

A draft of the proposed 20 is Plenty speed limits within the parish was circulated and any amendments were to be sent to the Clerk by 20 June.

The Clerk was asked to chase the Highways Manager regarding removal of the redundant traffic light at the railway bridge.

(24/045) Financial Matters

Current balances were noted and the following payments authorised:

DD	EE Ltd	Monthly mobile phone bill	£33.66
DD	Lloyds Bank Ltd	Credit card	£3.00
BACS	Cllr Paul Riley	Propane Gas for D Day Beacon	£31.99
BACS	South West Councils	Neurodiversity training (Clerk)	£110.40
BACS	GET Landscaped	Cutting Cypress Ave verges	£204.00
BACS	Hay Nurseries	Replanting Carlyon Bay Tubs	£167.42
BACS	Complete Weed Control	Weed spraying/Mossicide around parish as agreed	£624.00
BACS	A & A Garden Services	Maintenance of Haddon Way/Fairway triangle	£80.00
BACS	J Larter/HMRC/CPF	Salary and oncosts	*
DD	Unity Trust Bank	Quarterly bank charges	£18.00
BACS	Parc Signs	Fabrication of Carlyon Bay history board	£1,223.26

(24/046) Training/Meetings Attended

4 June – Clerk attended a meeting of clerks to smaller councils

6 June – Chairman and Cllr Riley hosted the D-Day commemorative Beacon Lighting Ceremony on Crinnis Beach and Mike

12 June – Chairman and Clerk met with pupils and staff from Charlestown Primary School to unveil the Carlyon Bay history board

(24/047) Correspondence

A list of correspondence had been previously circulated and the following had been received after circulation of the meeting papers:

- Notification from Cornwall Council of Speak Cornish Week 24, 22 -30 June and a request for town and parish councils to adopt a Cornish Language Policy
- Details of forthcoming CALC training opportunities
- Details of Cornwall Council Planning training on Planning Permission and Development for Businesses
- NHS Cornwall and Isles of Scilly Integrated Care Board's latest newsletter

(24/048) Dates for the Diary

1 July – Cllr Mike Ford to attend the rearranged briefing on Biodiversity Net Gain

(24/049) Dates of Future Meetings

All at Tregrehan Mills Methodist Church unless otherwise specified

18 June, 16 July (The Pattern Hall, Charlestown Road), 10 September, 15 October, 19 November, 17 December

(24/050) Exclusion of the Public and Press

Under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 it was **RESOLVED that the public and press be excluded from the meeting for discussion on the following matter.**

(25/051) Tregrehan Methodist Church

See Confidential minute.

The meeting closed at 7.15pm.

DRAFT

Carlyon Parish Council Budget Monitor Report to 30 June 2024

	Budget	Expenditure	% of Budget
	£	£	£
Employee Costs			
Clerk's salary (including oncosts)	£ 13,000.00	£ 2,734.31	21.03%
Training & conference expenses	£ 750.00	£ 92.00	12.27%
Clerks Room Allowance	£ 350.00	£ 156.00	44.57%
Clerk's travel and subsistence	£ 400.00	£ 128.25	32.06%
Total employee related costs	£ 14,500.00	£ 3,110.56	21.45%
Administration Costs			
Office expenses	£ 750.00	£ 226.21	30.16%
Postage	£ 150.00	£ 28.95	19.30%
Photocopying	£ 150.00		0.00%
Office equipment	£ 750.00	£ 90.20	12.03%
Insurance	£ 750.00		0.00%
Subscriptions	£ 800.00	£ 568.71	71.09%
Website	£ 500.00		0.00%
Audit Fees	£ 550.00	£ 200.00	36.36%
Bank charges	£ 200.00	£ 27.00	13.50%
Meeting Expenses	£ 250.00	£ 140.00	56.00%
Total Administration Costs	£ 4,850.00	£ 1,281.07	26.41%
Other Expenses			
Chairman's Allowance	£ 100.00	£ -	0.00%
Councillors Travel/Subsistence	£ 200.00	£ -	0.00%
Parish Maintenance	£ 8,000.00	£ 1,169.52	14.62%
Parish Projects	£ 6,700.00	£ 1,869.38	27.90%
Parish Newsletter	£ 1,000.00	£ -	0.00%
Neighbourhood Plan	£ 200.00		0.00%
Events	£ 2,000.00	£ 30.47	1.52%
West Crinnis Field	£ 1,500.00		0.00%
Tregrehan Jubilee Playing Fields	£ 2,500.00		0.00%
Total Other Expenses	£ 22,200.00	£ 3,069.37	13.83%
Total VAT	£ 2,000.00	£ 585.65	29.28%
Total Expenditure	£ 43,550.00	£ 8,046.65	18.48%
Reserves			
Community building	£ 110,000.00	£ -	0.00%
CIL	£ 28,157.15	£ -	0.00%
Election Fund	£ 1,000.00	£ -	0.00%
Tregrehan Playing Fields Transfer	£ 3,000.00	£ -	0.00%
Tregrehan Flood Alleviation	£ 7,500.00		0.00%
General Contingency	£ 10,000.00	£ -	0.00%
Total Reserves	£ 159,657.15	£ -	0.00%
Income			
Precept	£ 41,029.78	£ 20,514.89	50.00%
VAT	£ 1,000.00		0.00%
CIL	£ -	£ -	

Other Income	£ 50.00	£ 46.00	92.00%
Interest	£ 2,000.00	£ 1,678.95	83.95%
Total Income	£ 44,079.78	£ 22,239.84	50.45%

Total Funds held as at 31/03/2024		£ 170,988.65
Add income		£ 22,239.84
Less expenditure		£ 8,046.65
		£ 185,181.84

Bank Reconciliation

Balance as at 30/06/2024	Current Account	£ 31,869.37
	Less outstanding payments	£ -
		£ 31,869.37

Balance as at 30/06/2024	Instant Access	£ 53,312.47
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Balance as at 30/06/2024	CCLA	£ 100,000.00
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Total Funds Held		£ 185,181.84
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Agenda Item 11 – Correspondence Received

The following correspondence has been received since the last meeting

- Details of CALC training opportunities
- Correspondence regarding the use of the football nets in Jubilee Playing Field and confirmation that Cllr Mustoe has offered £100 from his Community Chest towards the purchase of the nets
- Clean Cornwall newsletter
- CALC newsletter
- Request from the Pageant Master to hold a beacon lighting event to commemorate the 80th Anniversary of VE Day
- Consultation from Cornwall Council on a review of the council's Gambling Policy
- Correspondence from a property owner in Tregrehan regarding issues she has had with floodwater affecting her property (also copied in to Cornwall Council)
- Slides from CALC's Biodiversity Net Gain presentation (attended by Cllr Ford)
- Notification from Cormac that they will be carrying out tidying up work on the Britannia roundabout w/c 5 July
- Details of Cornwall Council's consultation on their draft Housing Decarbonisation Strategy
- Request to support Lord Foster's campaign to improve the safety of Lithium batteries and the proposed Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill
- Email from Cornwall Council's Highways Manager stating that it will not support the siting of a sandbag store adjacent to the highway in Tregrehan Mills